

VOLUME II


APPENDIX A

DEFINITIONS AND ACRONYMS

SECTION 1. DEFINITION OF TERMS

1. Accountable Equipment. USPS equipment provided by an accountable **post-**master and entrusted to a custodian of postal effects for use at an MPO.
2. Accountable Mail. A general term used to describe registered, numbered insured, Express Mail, and certified mail.
3. Accountable Paper. All items of **postal** stock affecting the postal revenue held in trust for the USPS. These include postage stamps, stamped paper, blank money order forms, and paid MOS.
4. Accountable or Servicing Postmaster. A USPS postmaster where a-military postal activity receives accountable paper (New York or San Francisco).
5. Aerial Mail Terminal. A DoD facility, usually operated by the U.S. Air Force, established at foreign airports or U.S. overseas bases to send, receive, distribute, combine, transfer and dispatch military mail for transportation to, from, and in overseas areas.
6. Aerial Port. An airfield that has been designated for the sustained air movement of personnel and material and to serve as an authorized port for entrance to or departure from the country in which located.
7. Airport Mail Facility. USPS **mail** processing installation established to concentrate, transfer, receive, distribute, and dispatch mail eligible for transport by air.
8. All-Purpose Dating Stamp. Device for identifying the postal activity and the date on MO, registry, parcel post work, and official receipts. of mailing or funds received.
9. Audit. An official action taken to examine and verify the accountability of the person(s) charged with custody of postal effects maintained with the operation of an MPO.
10. Backstamp. To make an impression with a postmarking (canceling) device on the back of a piece of mail, showing missent or date of receipt and dispatch
11. Bricklay. To stack parcels in a trailer or van, one over the other, as with bricks, for achieving load stability.
12. Bulk Mail Centers. USPS mail processing centers that compose a nation-wide **system for** concentration, distribution, and transportation of third and fourth-class mail without time value.

13. Bundle. Several pieces of mail tied or banded together and handled as a single piece.
14. Case. A piece of equipment containing separations (pigeonholes) where letters, flats, or irregular parcels are sorted.
15. Colis Postaux (CP). International parcel post (French)".
16. Commemorative Stamps. Postage stamps that observe historical events, noted Americans, and topics of national importance. These stamps are issued in limited quantities and sold for a limited time.
17. Consolidated Mailroom. A mailroom that serves several designated organizations .
18. Continental United States. U.S. territory, including the adjacent territorial waters, located within the North American Continent between Canada and Mexico.
19. Contingency Military Post Offices. (See Reserve.)
20. Contraband. Matter prohibited by law from entry into the United States, U.S. possessions, or U.S. territories, or U.S. military installations in foreign countries .
21. Coupon. That part of a manifold registry bill separated by perforations, used to notify the dispatching activity of any errors in the dispatch.
22. Custodian of Postal Effects (Accountable Postal Clerk). Members or U.S. civilian employees of the U.S. Armed Forces accountable for administration of the postal effects entrusted to them by the USPS. Civilian custodians of postal effects are supervised by the members of the U.S. Armed Forces.
23. Dead Letter. A letter that is, or becomes, undeliverable or unmailable and cannot be returned to sender.
24. Depredation. An act of unlawfully tampering with postal effects or mail matter with intent to steal or to carry away such matter unlawfully with intent to steal.
25. Direct Pouch. A direct mail pouch used to transmit administrative communications between Military Service Hq, major, commands, and operational Hqs .
26. Directs. A bundle or pouch of mail addressed to a single unit, ship, city, state, firm, or Agency.
27. Examination. The process of scrutinizing personal property, **parcel** mail, and other DoD cargo including the physical openings of baggage, **parcels**, cartons, and containers; the disassembling of articles for determining contents; or the physical search of DoD personnel and sponsors for contraband.



28. Financial Postal Clerk. A U.S. civilian employee of the U.S. Armed Forces who receives or delivers incoming or outgoing mail and performs financial services at an MPO. Financial postal clerks are supervised by members of the U.S. Armed Forces.

29- Financial Service. Availability to patrons of stamp stock; registered, certified and insured service; and MO service.

30". Fixed Credit. A fixed amount of monetary credit extended to a custodian of postal effects or other postal clerks for conducting financial services and for ordering stamps and stamped paper from the USPS.

31. Flat. A flat piece of first- or third-class mail too large to be sorted in a letter sorting case (usually a large envelope or flat package).

32- Fleet Mail Center. A DoD facility operated by the U.S. Navy to send, receive, distribute, combine, transfer, and dispatch military mail -for transportation to, from, and in overseas areas.

33. Flexible Credit. An initial amount of credit extended to a custodian of postal effects or a postal finance officer by the U.S. Postal Service for ordering accountable paper. A stamp sale remittance reduces the amount of credit, **while** stamp requisitions increase the credit.

34. Free Mail. Letter mail, post cards, and sound recordings having the nature of personal correspondence mailed by military personnel in a combat zone or while hospitalized as a result of injury or disease incurred while serving in a combat zone when designated by the President.

35. General Delivery. Mail delivered at a post office intended primarily for transients and customers who are not located permanently or who prefer not to use mail delivery receptacles.

36. Indemnity. An amount paid by the USPS on presentation of claim and proof of loss or damage to registered or insured mail as **an** adjustment or payment for loss or damage.

37. Indicia Mail. Cards, covers (outside back covers of mailable publications, such as reports, pamphlets, and brochures), envelopes, labels, self-mailers, tags, wrappers, and the like, that bear an inscription to denote payment of postage, such as "Bulk Rate" or "Postage and Fees Paid (name of department or Agency)."

38. Inspection. The detailed observation of personal property, letter, and parcel mail and other DoD cargo, noting their markings and outer physical characteristics , and the" oral questioning of DoD personnel and their sponsors to determine the potential for customs violations.

3.9. Intermodal. Use of-two or more modes of transportation to move mail from origin. to destination.

40. International Exchange Office. Post Office or airport mail facility authorized to exchange mail with another country.
41. Intratheater Mail. Mail addressed within a theater. (Example: Mail from APO NY 09XXX to APO NY 09XXX.)
42. Intertheater Mail. Mail addressed between theaters exclusive of that between the CONUS and theaters. (Example: Mail from APO NY 09XXX to APO SF 96XXX.)
43. Intransit Mail. All mail, other than working mail, that is received into a postal facility for redispach intact to another postal activity.
44. Investigating Officer. A commissioned officer, warrant officer, or senior enlisted person (E-7 through E-9) appointed by a commander to review and do investigations, establish pecuniary liability, and report findings and recommendations under the appointing order.
45. Irregularities (Carrier). Failure by serving carriers to comply with performance standards established by the USPS.
46. Joint Military Postal Activity. A subordinate activity of the MPSA located in New York and San Francisco or its elements in Seattle, Miami, Chicago, or Jacksonville with specific geographical responsibility to provide liaison and military mail routing instructions to Postal Service Concentration Centers at gateway cities.
- 47- Killer Bars (Flag Stamp). Parallel lines extending to the right of the circular postmark that cancel the stamp so it cannot be reused. Killer bars can be part of most standard machine and hand cancellations.
48. Lettres et Cartes (LC). International mail consisting of letters, letter packages, post cards, and aerogrammes (French).
49. Mail Address Only. An APO or FPO number serving as a routing indicator for mail separation and transportation routing purposes only.
50. Mailclerk. An individual designated by proper authority to do mail duties in association with the operation of a UMR or a PSC that is not considered a section of an MPO.
51. Mail Control Activity. A civilian or military facility handling mail; such as an Aerial Mail Terminal, Airport Mail Facility, Bulk Mail Center, Fleet Mail Center, Military Mail Terminal, or Postal Concentration Center.
52. Mail Cover. A record made of information of the outside cover of any class of mail to protect national security, locate a fugitive, or obtain evidence of commission or attempted commission of a crime punishable by law by imprisonment for a term exceeding 1 year. The process is lawful only if authorized under USPS regulations.

53. Mail Directory. An alphabetical listing by name of individuals served, due to arrive, or departed within the past year. Inside the United States, mail directories are maintained by military units to process undeliverable military mail for personnel served in transit or on temporary duty status. Outside the United States, mail directories are maintained by units, MPOs, and central postal directories to process undeliverable military mail for personnel served.

54. Mail Directory Service. A search of mail directory files for the name of the addressee of undeliverable mail and endorsing each piece to show a forwarding address or reason for nondelivery.

55. Mail Makeup. To separate and group mail for dispatch.

56. Mail Manifest. A document transferring mail to a postal activity or into a mail transportation system; for example, PS Form 2900, "Dispatch Record Of U.S. Military Mail By U.S. Commercial Air Carriers;" or DD Form 1384, "Transportation Control and Movement Document."

57. Mail Orderly. An individual designated by proper authority to do mail-handling duties that are limited to collection and delivery of nonaccountable mail from mailrooms.

58. Mail Processing. Canceling and sorting mail so it can be sent from the post office. All subfunctions that accommodate these two basic steps, including in and/or out movement, are part of the processing function.

59. Mailroom. A facility or area operated by the Department of Defense or civilian Agency for the receipt and delivery of mail for military units or other authorized personnel and Agencies.

60. Major Command. Subordinate commands of the Military Services or respective staff elements that are responsible for MPS support in designated areas of responsibility. (Examples: Army-U.S. Army Europe, Navy-U.S. Naval Forces Europe, Air Force-U.S. Air Forces Europe.)

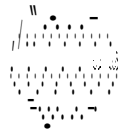
61. Military Airlift Command (MAC) (DoD). The single manager operating Agency for designated airlift service.

62. Military Mail. Domestic and international mail that bears a military address or return address and that at some stage in its transmission is in the possession of the Department of Defense.

63. Military Mail Terminal. A DoD facility usually operated by the U.S. Army to send, receive, combine, distribute, transfer, dispatch, and control military mail (usually bulk third-, fourth-, and non-time-value second-class) to, from, and in overseas areas.

64. Military Ordinary Mail (MOM). A special military airlift service for ordinary official mail being sent to, from, or between overseas areas.

65. Military Post Office. A branch of a designated U.S.-based post office such as New York, San Francisco, Miami, or Seattle established by USPS authority and operated by one of the Military Services. The term includes Army, Air Force, Navy, and established Coast Guard post offices.
66. Military Post Office Supervisor. A designated military postal officer or NCO exercising control over a MPO.
67. Military Postal Clerk. A person of the U.S. Armed Forces officially designated to do postal duties. The term includes Army, Navy, Air Force, Marine Corps, and Coast Guard postal clerks.
68. Military Postal Service. The command, organization, personnel, and facilities established to provide, through MPOS, a means for the transmission of mail to and from the Department of Defense, members of the U.S. Armed Forces, and other authorized Agencies and individuals.
69. Military Postal Service Agency (DoD)'. The single manager **operating** Agency established to manage the MPS.
70. Military Sealift Command (MSC) (DoD). The single manager operating Agency for designated sealift service.
71. Mixed City. A dispatch of mail for more than one zone in a city.
72. Mixed States. A dispatch of mail for several states.
73. Mobile Military Post Offices. (See Reserve Military Post Office.)
74. Money Order Account. Blank MO forms and funds for the sale and payment of MOS.
75. Negligence. The failure to act as a reasonably careful person would act under like conditions. Failure to comply with existing postal laws or procedures may be evidence of negligence.
76. Ordinary Mail. Mail other than registered, insured, certified, COD, express, and special delivery or special handling.
77. Outside Piece. A parcel that because of its size, weight, nature, or condition cannot be enclosed in a mail sack without damage to itself, other mail, or postal personnel. Also, referred to as outside mail (**OSM**).
78. Overseas. Any place outside the 50 states or the District of Columbia where USPS does not operate a civilian post office.
79. Parcel Airlift Mail. Personal military parcels with postage paid at surface rate plus a surcharge. It is airlifted domestically **to** or from an overseas military unit on a **space-available** basis.
80. Parent Unit. A primary MPO that may operate integral subordinate units.



81. Pecuniary Liability. A personal, joint, or corporate monetary obligation to make good any lost, damaged, or destroyed property resulting from fault or neglect. It also may result under conditions stipulated in a contract or bond.

82. Philately. The collection and study of postage and imprinted stamps for pleasure and profit.

83. Postage Meter. A machine that dispenses a gummed, stamped tape reflecting amount of postage paid to be affixed to mail instead of postage stamps, or imprints directly on an article the amount of postage paid.

84. Postal Card. Blank card sold by the USPS with a printed or impressed postage stamp.

85. Postal Concentration Center (PCC). A USPS facility operated at a CONUS gateway city for concentrating and dispatching overseas destined military mail and for receiving and processing CONUS destined military mail. A PCC can be a separate facility or part of an aerial mail terminal or bulk mail center.

86. Postal Effects. All accountable paper stock, funds, and accountable equipment entrusted to the Department of Defense by USPS for MPOs. Postal effects include postage stamps, stamped paper and funds derived from their sale; blank MO forms, paid MOS, and MO funds; fees collected for special mail services; and accountable equipment furnished by the USPS.

87. Postal Finance Officer. A custodian designated to maintain wholesale quantities of postage stamps, stamped paper, and blank MO forms for issue to custodian of postal effects for the operation of MPOS.

88. Postal Rate Commission. An independent rate and classification recommending body. Members are nominated by the President and approved by the Senate.

89. Postal Service Center. A facility through which mail is delivered to authorized individuals by delivery receptacles without regard to unit of assignment.

90. Postmark. The act of or result of using a postal imprinting device to show the name of the post office, the state abbreviation or MPO number, and the mailing date.

91. Pouch. Mailbag identified by its leather strap locking device. Generally used to transmit mail given first-class handling.

92. Receptacle. A no fee box used to deliver mail in postal service centers, unit **mailrooms**, and other authorized places. A key or combination lock is used to control delivery to the proper addressee.

93. Reserve. Custodian. An individual designated in writing by command authority to control and safeguard postal effects that are the responsibility of the designated custodian of postal effects.

94. Reserve Military Post Offices (Contingency, Mobile). An established, but nonoperational, MPO or MPO unit that is held by the Military Services for future use.
95. Responsible Commander. A designated officer exercising control over a specified level of postal operations determined by each major command.
96. Retrograde Mail. Mail that originates overseas, moved by any mode of transportation, destined to or moving in the general direction of the United States .
97. Sack. A bag with a draw cord and fastener used by the USPS to transport mail other than first-class.
98. Serving Postal Activity. The military or civilian post office or unit that provides postal support.
99. Space Available Mail. A transportation category for military mail transported to and from overseas bases by air on a space-available basis.
100. Standpoint Scheme. Printed or written routing schedule prepared for the dispatch of mail from a certain location.
101. Unit Mailroom. A room or enclosure with proper security that serves as a place for unit mailclerks to handle, process, and deliver mail.
102. Unit Postal Officer. A member or civilian employee of the U.S. Armed Forces , or an employee of a civilian agency, designated by proper authority to supervise the operation of a UMR.
103. United States. The 50 states, the District of Columbia, and the U.S. territories and U.S. possessions.
104. Universal Postal Union (UPU). A worldwide postal organization to which the United States and most other countries are members. The exchange of mail, except parcel post, between the United States and other nations is governed by the provisions of the UPU convention.
105. Working Mail. Mail received by or dispatched from an MPO and mail that is received by a Mail Control Activity where mailbags are physically opened and the contents are distributed, to include bagging outside mail when required.

SECTION 2. ACRONYMS AND ABBREVIATIONS

AMF	-	Airport Mail Facility
AMT	-	Aerial Mail Terminal
APDS	-	All Purpose Date Stamp
APO	-	Army Post Office; Air Force Post Office
APOD	-	Aerial Post of Debarkation
APOE	-	Aerial Port of Embarkation
AWOL	-	Absent Without Leave
CDR	-	Commander
CoD	-	Collect on Delivery
CONEX	-	Container Express
CONUS	-	Continental United States
COPE	-	Custodian of Postal Effects
CTUS	-	Customs Territory of the United States
DA	-	Department of the Army or Director of Administration (USAF)
DET	-	Detachment
DMM	-	Domestic Mail Manual
DoD	-	Department of Defense
DP	-	Direct Pouch
FAM	-	Financial Adjustment Memorandum
FAO	-	Finance and Accounting Office(r)
FCM	-	First-Class Mail
FPO	-	Fleet Post Office
HQ	-	Headquarters
IAMRU	-	International Airmail Reporting Unit
ID	-	Identification
IDS	-	Intratheater Delivery Service
IEO	-	International Exchange Office
IG	-	Inspector General
IMM	-	International Mail Manual
JMPA-A	-	Joint Military Postal Activity - Atlantic
JMPA-P	-	Joint Military Postal Activity - Pacific
JUMPS	-	Joint Uniform Military Pay System
LOGAIR	-	Logistic Airlift
MAc	-	Military Airlift Command
MAMAS	-	Military Automated Mail Accounting System
MAO	-	Mail Address Only
MCA	-	Mail Control Activity
MD I LAH	-	Mail Distribution Instructions and Labeling Handbook
MDs	-	Mail Distribution Scheme
MILSTAMP	-	Military Standard Transportation and Movement Procedures
MO	-	Money Order
MOA	-	Money Order Account
MOB	-	Money Order Business
MOM	-	Military Ordinary Mail
MPO	-	Military Post Office
MPOLL	-	Military Post Office Location List
MPC	-	Military Postal Clerk
MPS	-	Military Postal Service
MPSA	-	Military Postal Service Agency
MSC	-	Military Sealift Command
MTMC	-	Military Traffic Management Command
NWA	-	No Witness Available

OFL	Official
OJT	On the Job Training
OL	Operating Location
OPLAN	Operation Plan
OSM	Outside Mail
OSP	Outside Piece
PAL	Parcel Airlift
PARS	Postal Activity Reporting System
PB	Postal Bulletin
Pc	Postal Clerk
Pcs	Permanent Change of Station
PDO	Publication Distribution Office
PFO	Postal Finance Officer
PFSO	Postal Finance and Supply Office
PM	Postmaster
Po	Post Office
POD	Ports of Debarkation
POE	Ports of Embarkation
PP	Parcel Post
PRC	Postal Rate Commission
Ps	Postal Service
RCS	Reports Control Symbol
RDD	Required Delivery Date
RNLTD	Report No Later Than Date
SAM	Space Available Mail
SM	Service Member
SOFA	Status of Forces Agreement
SOP	Standing Operating Procedure
SSN	Social Security Number
TCMD	Transportation Control and Movement Document
TTISMM	Transit Time Information System for Military Mail
UCMJ	Uniform Code of Military Justice
UIC	Unit Identification Code
UMR	Unit Mailroom
UPS	United Parcel Service
UPU	Universal Postal Union
USAF	United States Air Force
Usc	United States Code
USMC	United States Marine Corp
USN	United States Navy
USPS	United States Postal Service
WSP	Weapon Systems Pouch

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